

June 14, 2004

M E M O R A N D U M

TO: All Interested Parties

FROM: John D. Harrison
Director

SUBJECT: Appalachian Regional Commission Workshop – July 14, 2004
And Education Grants Workshop – July 15, 2004

The Alabama Department of Economic and Community Affairs (ADECA) is sponsoring **two** separate workshops in July 2004.

The Alabama Department of Economic and Community Affairs is conducting an Appalachian Regional Commission (ARC) Workshop on **July 14, 2004**, at the Botanical Gardens, 2612 Lane Park Road, Birmingham, Alabama 35223. We are inviting several staff members from the Appalachian Regional Commission in Washington, D. C., as well as representatives from some of the basic federal agencies to participate.

The Alabama Department of Economic and Community Affairs is also sponsoring an Education Grants Workshop on **July 15, 2004**, at the Botanical Gardens for **K-12 schools, museums and libraries**. Dr. Jeffrey Schwartz, Education Specialist with the Appalachian Regional Commission in Washington, D.C. will be conducting the workshop and will speak about possible sources of grants other than ARC. Dr. Schwartz will provide tips on how to write a grant application and in the afternoon will assist participants in preparing a grant application. **Attendance in teams** is strongly encouraged. **Please bring your laptop computers, any proposals you may have already started, and requests for proposals/applications in which you are interested.** Participants will work on actual applications for grant funds or in-kind resources and receive feedback and assistance.

A copy of the proposed agenda for **both** workshops and a map are enclosed. If you need any additional information, please contact Bonnie Durham at 256/845-3472.